

**Department of Information Services
Customer Advisory Board
May 26, 1998
Meeting Minutes**

Members present:

**Darrel Riffe, CAB Chair, Department of Revenue
Phil Grigg, Department of General Administration
Doug Tanabe, Department of Personnel
Dan Parsons, Washington State Patrol
Mary Ellen Bradley, Department of Fish and Wildlife
Judy Schneider, Department of Social and Health Services
Fran Muskopf, Department of Health
Tom Brewer, Department of Licensing
Marla Kentfield, Office of the State Treasurers
Julie Boyer, Department of General Administration
Don Price, Department of Corrections
Mike Kretzler, Utilities and Transportation Commission
Dennis Jones, Office of Financial Management
Bob Monn, Department of Ecology
Tom Parma, Department of Financial Institutions
Tom Neitzel, Health Care Authority
Jim Albert, Attorney Generals Office
John Lowdon, Community Technical Colleges
Dale Putnam, Washington State Patrol
Bill Caughlin, Department of Licensing
Marsha Hays, Department of Licensing
Mike Bieker, Department of Licensing
Deea Niemi, Department of Transportation
Mike Seal, Community, Trade and Economic Development
Bob Cummings, Department of Transportation
Curt Secker, Department of Transportation
Leslie Cummings, Liquor Control Board
Cliff Schiller, Department of Retirement Systems**

DIS Staff present:

**Steve Kolodney, Director
Todd Sander, Deputy Director
Mike McVicker, Assistant Director, CSD
Marilyn Freeman, WIT
Laura Parma, WIT
John Saunders, Year 2000
Carolyn Barkley, Year 2000
Laura Parma, WIT**

DIS staff present (cont'd):

Mary Lou Griffith, MOSTD

David Koch, MOSTD

Rich Martin, MOSTD

Dennis Hausman, MOSTD

Andy Marcelia, MOSTD

Diana Corbin, Human Resources

Call to order: Darrel Riffe, DIS Customer Advisory Board Chair, called the meeting to order at 1:30 pm.

Sub-Committee Reports - Darrel Riffe

Architecture Sub-committee - Phil Grigg

Phil Grigg stated the sub-committee has been exploring the remote access issue and Access Washington. Their meetings are held on the 1st Wednesday of each month. The next meeting is scheduled for June 3, 1998 at 3:30 in the General Administration Building on the 3rd Floor.

Human Resources Sub-committee - Doug Tanabe

Doug Tanabe said the next Human Resource Board meeting is June 8, 1998 at the Department of Personnel (DOP). They will be considering all the job classes involved in initiative 6767. The sub-committee members along with Information Technology (IT) managers will be attending this meeting. On June 11, 1998 they will be reviewing and prioritizing the recommendations. DOP is considering a bridge class to the IT series. More information will be provided in the next couple months.

County/Local Government Sub-committee - Dan Parsons

Dan Parson stated the ACCIS conference/meeting was held on May 14 & 15, 1998 at Sun Mountain near Winthrop, Washington. He wanted to thank the state representatives that attended. The ACCIS Homepage is in the development process as well as a listing of the ACCIS members. The next sub-committee meeting is the 2nd week of July where they will be discussing network security and remote public access.

Finance Sub-committee - Judy Schneider

No report.

University of Washington Project Management Course Status - Diana Corbin

Diana provided information on the 8 month program that begins on June 29 and runs through March 1, 1999. There are 26 individuals enrolled. The classes are being held from 8:00 - 5:00 every other Monday. She stated this is a very intense training program for the attendees.

Year 2000 Embedded Chip Project - Julie Boyer

Julie handed out copies of the General Administration Year 2000 Program Overview of Approach. They support the Governor's goals of: 1) No disruption of vital public services and 2) No loss of accountability for public resources. Their program has been presented to the Year 2000 Executive Steering Committee. The Steering Committee is ensuring there is no duplication of effort. Western State Hospital in Buckley is going to be a participant in the pilot project in helping gather information for the rest of the agencies. Risk assessments will be conducted in September. All facilities will have to be compliant, even if they don't provide vital services. Each agency needs to let her know the point of contact by June and also identify the vital services. If you have any concerns, please contact her at 664-2197 or via e-mail at jboyer@ga.wa.gov.

Access Washington - Marilyn Freeman

Marilyn introduced the concept of Access Washington and presented the prototype. This will be a central web site for government services. If you have an application that you feel should be placed in Access Washington, please contact Marilyn. The plan is to replace the DIS homepage with Access Washington by late spring/early summer. DIS would like to have 3-4 applications up and running that would be aimed at small businesses by the fall. The development site is: <http://awdev.wa.gov>. Laura Parma is the Access Washington Manager.

Portfolio Management Project Status (Budget Guidelines) - Todd Sander

Todd informed the CAB that the budget guidelines from OFM have been distributed. He also mentioned that the Department of Natural Resources will be the first agency to implement the portfolio management process with DIS. It will be approximately one year before all agencies have implemented the process.

Year 2000 Deputy Director Group Meeting Update - John Saunders

John reported on the most recent results from the Year 2000 risk assessment released by Sterling Associates. He also gave an update on the Year 2000 Steering Committee.

New Business

Inventory Reporting - Todd Sander

Todd wanted to thank those agencies that sent in their point of contact for the inventory reporting. DIS received 86% thus far. The web site is scheduled to be up and running by June 8, 1998 for on-line reporting..

Justice Information Network Conference - Todd Sander

Todd stated a flyer will be mailed regarding the Justice Information Network Conference being held on August 4, 1998 at the Sea-Tac Marriott. Information is available on the DIS web site.

Next Meeting

The next CAB meeting is scheduled for Monday, June 22, 1998 from 1:30 - 3:30 in the DIS Boardroom

Meeting adjourned.